



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

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www@mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Staff Services Manager II (Supervisory)

Monthly Salary \$5576 - \$6727 ***

****Note: This salary range does not reflect the salary reduction*

One Permanent/Full-Time Position

Location: Downtown Sacramento

Position Number: 443-100-4801-002

Job ID Number: 10-ADM

Final Filing Date: November 10, 2010

General Statement of Duties:

Under the direction of the Deputy Director, Administration, the Staff Services Manager II (Supervisory) (SSM II), acts as the Chief, Human Resources and Program Support and provides special assistance to Executive Staff and management on all staffing matters and provides a broad range of administrative and technical services to program staff. The SSM II is responsible for the oversight and management of the Human Resources and Program Support Branch which includes the Human Resources, Reception, Business Services, Administrative Contracts and Regulations Units for the Managed Risk Medical Insurance Board (MRMIB). The SSM II provides direct supervision to seven (7) professional staff including the supervision of an SSM I who acts as the Personnel Officer and provides direct supervision to three and one-half professional and one clerical staff. The SSM II also participates in various Health and Human Services Agency workgroups and performs other duties as required.

The Human Resources Unit: The SSM II is responsible for the final review of staffing proposals and making final recommendations to Executive Staff and management; and occasionally assisting with the most complex issues. Through the Personnel Officer (SSM I) and subordinate staff, provides oversight regarding the administration of employee appraisal programs; coordinating exam needs; liaison with the Department of Personnel Administration and the State Personnel Board regarding classification and pay issues and recruitment and retention; timekeeping; position control and schedule 8 reconciliation; processing of all appointments, separations, miscellaneous changes and pay requests; recruitment; RPA tracking through the Automated Request Tracking System (ARTS); training; EEO; labor relations; conflict of interest filing; workers compensation reporting; annual reports due to the State Personnel Board; and supervision of MRMIB's receptionist.

The Business Services Office: Provides supervision and oversight of BSO staff that perform:

- 1) all aspects of facility management including working with the building owner to resolve various issues and repairs; coordinating lease and tenant improvement issues with the Department of General Services; coordinating records management and archive storage; coordination of all property management; equipment repair, surveyed and/or surplus property disposal as needed; all facets of the non-IT and IT purchasing, leveraged purchasing, invoicing, payment requests and year-end accruals through the Department of General Services Contracted Fiscal Services Section; reconciling employee travel claims and requesting payment through CalATERS administration; coordinating with control agencies to improve purchasing processes to assure the most efficient and effective business practices are in place; preparation and coordination of

contracting and purchasing activity and recycling reports as required by control agencies; creation, administration and tracking of MRMIB's administrative policies, procedures and forms, and the classification, storage, and retention of bulletins and reports. Oversees the development, maintenance, and implementation of the Board's Emergency Plan and Continuity of Operations/Continuity of Government Plan; various health and safety functions including ergonomic evaluations; and preparation of the Administration Division reception back-up calendar; and

- 2) the development and execution of administrative contracts (including but not limited to consulting contracts, inter-agency agreements, and service contracts that are necessary to implement Board programs) and grants; development of strategies and methodologies for resolution of complex contracting issues; and oversight of the preparation of contracting activity reports as required by control agencies.

Regulations Unit: Provides consultation to management regarding the timelines necessary to implement regulations changes to meet program needs; acts as hearing officer in public regulation hearings; provides supervision and oversight to Regulations staff regarding: the preparation of all documents needed in the regulation processes; required postings to MRMIB's website; preparation of the annual Regulations Calendar; preparation of the final certification binder for the Office of Administrative Law approval after the Board has adopted the final regulation.

Overall Management: Supervises Branch staff directly and indirectly; analyzes workflow and identifies areas requiring modification and streamlining; ensures that subordinate employees are committed to excellent customer service and continuous improvement; develops and implements a status report system so that customers are aware of the status of their requests; solicits feedback regarding the Human Resources, Business Services. Purchasing/Contracting and Regulations processes and addresses weaknesses identified; provides expertise and recommendations to Executive staff and management; and participates in various workgroups as required.

Other duties: Participates as needed in various workgroups at the California Health and Human Services Agency (CHHSA) to whom MRMIB reports; may present information to the Board in a public meeting; and performs other duties as related.

DESIRABLE QUALIFICATIONS

Special Personal Characteristics:

- Demonstrated customer service skills.
- Open-mindedness and willingness to be flexible to other ideas and solutions.

Ability to:

- Act independently;
- Be tactful, negotiate and resolve issues without confrontation;
- Effectively handle multiple tasks and changing priorities;
- Gain and maintain the confidence and cooperation of those contacted during the course of work;
- Interact with various levels of staff and management in a professional and courteous manner;
- Foster a team environment, provide positive direction, motivate, inspire, and influence others toward effective individual or team work performance;
- Analyze data; draw sound conclusions, and present ideas and information effectively, both verbally and in writing.

Knowledge of:

- Classification and pay, certification, examination, personnel transactions and payroll processes and related laws and rules;
- Contract and procurement process;
- Administrative Procedures Act;
- Proficiency with Microsoft Office products, particularly Excel and Word.

Experience:

- Working in a Personnel Office in all functional areas;
- Working in a Procurement Office;
- Working in a Contract Office;
- Working in a full-functioning Business Services Office;
- Working with the Office of Administrative Law and processing regulations; and
- Working with control agencies.

OTHER EXPECTATIONS

- Demonstrates commitment to performing duties in a service-oriented manner.
- Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures; thereby setting a good example.

SPECIAL REQUIREMENTS

- This position is required to file a Form 700 under the Board's Conflict of Interest code.

SUPERVISION EXERCISED

Provides direct supervision to a seven (7) professional staff including one (1) SSM I who provides direct supervision to three (3) and one half professional staff and one clerical staff.

Who May Apply:

Individuals at the Staff Services Manager II Supervisory level or who have list or reinstatement eligibility to this classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov), with **Job ID #10-ADM and Position #443-100-4801-002 and the basis for appointment eligibility** written in Section 12 of the application, to:

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Julia Tribble – Personnel**

Applications must be received in the Personnel Office by 5:00 p.m. on the Final Filing Date: November 10, 2010

If you have questions regarding this information, please contact Julia Tribble at (916) 327-2322.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.